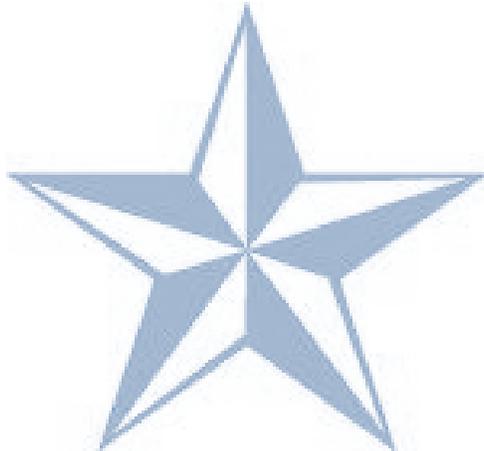


ANNEX A

WARNING



APPROVAL & IMPLEMENTATION

Annex A

Warning

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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Vice President of Administration
& Campus Operations

Date

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RECORD OF CHANGES

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Warning

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ANNEX A

WARNING

I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities

Texas State Emergency Communications Committee, *Texas Emergency Alert System Plan*
<https://www.tab.org/public/upload/files/misc/eas-texasplan.pdf>

State of Texas Education Code, Section 1. Subchapter E, Chapter 51, Section 51.218 Emergency Alert Systems

Title 47 United States Code 151, 154 (i) & (o), 303, 524 (g) & 606; and 47 Code of Federal Regulations Part 11, Federal Communications Committee Rules & Regulations, Emergency Alert System

II. PURPOSE

The purpose of this annex is to outline University of Texas at Arlington's (UTA) organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to the students, faculty, and staff in the event of an impending emergency.

III. EXPLANATION OF TERMS

A. Acronyms

| | |
|-----------|---|
| Arlington | City of Arlington |
| CIS | Criminal Intelligence Service |
| DPS | Department of Public Safety |
| EAS | Emergency Alert System |
| EOC | Emergency Operations Center |
| FEMA | Federal Emergency Management Agency |
| HSIN-CI | Homeland Security Information Network-Critical Infrastructure |
| LWP | Local Warning Point |
| NAWAS | National Warning System |
| NOAA | National Oceanic & Atmospheric Administration |
| NWS | National Weather Service |
| SOC | State Operations Center |
| TLETS | Texas Law Enforcement Telecommunications System |
| TEWAS | Texas Warning System |
| UTA | University of Texas at Arlington |

B. Definitions

1. Area Warning Center. Area warning centers disseminate national and state warning messages to a multi-county area of responsibility. The Department of Public Safety (DPS) operates the state's

36 area warning centers on a round-the-clock basis. Each center is equipped with a variety of primary and alternate telecommunications systems.

2. Texas Fusion Center. The Texas Fusion Center is composed of three entities co-located in the DPS headquarters building. These entities include the State Operations Center (SOC), the Border Security Operations Center, and the intelligence center. The SOC and the Border Security Operations Center monitor and coordinate state emergency and border activities. The intelligence center, under the Criminal Intelligence Service (CIS) of the DPS, functions on a 24-hour basis to receive and respond to reports from the public and local, state, and federal law enforcement agencies. Commissioned officers and analysts from the CIS and federal agencies staff the intelligence center. When warranted, the intelligence center disseminates actionable intelligence and investigative leads to CIS district command staff and/or Regional Joint Terrorism Task Forces and/or local law enforcement. The intelligence center also remains in communication with the Department of Homeland Security through several communications networks. The director of the Texas Office of Homeland Security is advised of any activity or threats potentially impacting the state of Texas.
3. Texas Law Enforcement Telecommunications System (TLETS). TLETS is a statewide telecommunications network connecting state and local law enforcement agencies and warning facilities. TLETS is the state warning network's primary "hard copy" communications system.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Refer to the general situation statement and hazard summary in Section IV.A. Of the Basic Plan.
2. UTA will expect to experience emergencies that would threaten campus health and safety, private and public property, and necessitate the implementation of protective actions for the campus.
3. Emergencies can occur at any time; therefore, equipment and procedures to warn the campus of impending emergencies will be in place and ready to use at any time.
4. Power outages will disrupt radio and television systems that carry warning messages and provide campus instructions.

B. Assumptions

1. Timely warnings of impending emergencies to the campus or those that have occurred, will save lives, decrease the numbers, and/or severity of injuries, and will reduce some types of property damage.
2. Electronic news media is the primary sources of emergency information for the campus. The fire audio network, the campus warning system, MavAlert, building alarm systems, internet, email, and phone messaging are sources that will be used in alerting the campus community to provide information and procedures.
3. Some people, directly threatened by a hazard, will ignore, not hear, or not understand warnings issued by the university.
4. Local or area radio and television stations will broadcast Emergency Alert System (EAS) messages. When the UTA vice president of communications or other university officials request

to have an announcement broadcast; the request is made through the City of Arlington (Arlington).

5. The local National Oceanic and Atmospheric Administration (NOAA) weather radio station broadcasts weather watches and warnings issued by the National Weather Service (NWS).

V. CONCEPT OF OPERATIONS

A. General

1. The primary objective of the UTA warning system is to notify the campus community of emergencies and disseminate timely and accurate warnings and instructions. Rapid dissemination and delivery of warning information and instructions will provide time for students, faculty, and staff to take action to protect themselves and their property.
2. Arlington's dispatch operates the city's Local Warning Point (LWP), which operates around the clock. The UTA LWP is located and operated in UTA dispatch, and will receive an alarm from Simplex showing that Arlington has set their siren off.
 - a. UTA LWP receives warning of actual or potential emergencies from a variety of sources including federal and state agencies, local officials, and the news media. The systems by which warnings will be received by the LWP are described below and depicted in Support Document 1, Warning Diagram How Warnings Are Received.
 - b. UTA LWP will verify warning information and disseminate pertinent information to specific officials and departments.
 1. For certain types of time-sensitive warnings (e.g., tornado, life threatening situations, etc.), Arlington LWP will activate their system as appropriate and notify UTA LWP to also activate their system by contacting UTA Office of Emergency Management. In other situations, campus officials, vice president of administration and campus operations must approve activation of the warning system(s) and determine appropriate instructions to accompany the warning(s) before a warning is disseminated to the campus community.
 2. For other types of emergencies, the Emergency Operations Center (EOC) will be activated and assume responsibility for formulating warning messages and campus instructions, which will be disseminated through Arlington LWP and/or UTA LWP for media dissemination.
 3. Warnings received by UTA police will be investigated and the appropriate responders will be contacted. Appropriate emergency information will be disseminated through MavAlert or other mass notification methods available on campus.

B. Receiving warnings

UTA will receive warning of actual emergencies or the threat of such situations from the following:

1. National and state warning systems

- a. The National Warning System (NAWAS) is a 24-hour nationwide, dedicated, multiple line, telephone warning system linking federal agencies and the states. It disseminates civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security, and controlled from the FEMA EOC in Washington, D.C., and the FEMA alternate EOC in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:
 1. Attack warnings
 2. Fallout warnings
 3. Natural and technological emergency warnings

Warnings from the FEMA operations center are coordinated with the Department of Homeland Security operations center and relayed through the FEMA Regional Communications Center in Denton to the state warning point at the SOC in Austin. The state warning point further disseminates the civil emergency warnings through the Texas Warning System (TEWAS). The FEMA national radio system, a network of high frequency radios, serves as a backup for NAWAS.

- b. TEWAS is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the state warning point at the SOC with area warning centers located in DPS offices around the state and with the seven NWS offices in Texas.
 1. The state warning point relays national emergency warnings received on NAWAS to the area warning center using TEWAS. Area warning centers will disseminate warnings they receive to LWPs via teletype messages on TLETS. Warnings will be disseminated by telephone or radio to those LWPs that cannot be reached by TLETS.
 2. TEWAS will also be used by the SOC to disseminate warning messages from the governor or other key state officials to specific regions of the state.
- c. Homeland Security Information Network – Critical Infrastructure (HSIN-CI). HSIN-CI is an unclassified network that immediately provides the Department of Homeland Security operations center with one-stop 24/7 access to a broad spectrum of industries, agencies, and critical infrastructure across both the public and private sectors. HSIN-CI delivers information sharing, alert notification services to the right people, those that need to know and those that need to act.
- d. Texas Amber Alert Network. A coordinated emergency alert program that disseminates information about abducted children. It serves as an early special purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger. See the Statewide Texas Amber Alert Network Plan for more information.
- e. Specific formats and handling instructions have been established for certain national civil emergency messages that would be disseminated by NAWAS and TEWAS.
- f. As NAWAS and TEWAS are “voice only” systems that are not particularly suited for disseminating lengthy messages; hence, these systems are generally not used for warning on a daily basis.

2. NWS weather products

- a. NWS weather forecast offices, the NWS forecast centers, the National Severe Storms Forecast Center, and the National Hurricane Center issue weather warning messages.

NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire Service, which is a satellite communications system that broadcasts to specialized receiver terminals. In Texas, NWS weather products, such as watches and warnings, are transmitted by NOAA Weather Wire to the SOC. The SOC, as the state warning point, retransmits these weather messages to appropriate area warning centers and LWPs by TLETS. Among the weather messages that are provided are:

1. Flood and flash flood watches and warnings.
2. Severe weather watches and warnings.
3. Tornado watches and warnings.

Many local radio and television stations subscribe to the NOAA Weather Wire Service and are able to receive weather products directly from the NWS.

- b. NOAA weather radio. UTA also receives NWS weather warnings disseminated by NOAA weather radio on tone-alert radios located in residence halls, each department, UTA dispatch, and the Office of Emergency Management.
 - c. The UTA Office of Emergency Management is linked to Arlington Office of Emergency Management's email notification system to receive detail information on activation of their warning systems.
- ## 3. EAS

Intended to provide a means for government to provide emergency warning and instructions to the public. UTA will receive EAS messages that contain warning information broadcast by:

- a. Federal authorities or agencies,
- b. State government, and
- c. Local governments.

Civil emergency warnings issued through NAWAS will also be disseminated through EAS. Incoming EAS messages will be received on commercial radio or television stations monitored by officials on campus and at Arlington.

4. State government

From time to time, the SOC issues warning messages to local governments in specific regions of the state. For example, an advisory will be issued to inland jurisdictions along major evacuation routes when large-scale evacuations begin in coastal areas due to a hurricane.

Warnings issued by the SOC are typically transmitted by TLETS to area warning centers and LWPs.

5. Campus employees

UTA employees will provide confirmed warning of emergencies they have discovered or that have been reported to their departments. Such situations will be reported to the campus LWP through any available means of communications.

6. Business and industry

Companies that experience a major fire, explosion, hazardous materials spill, or other emergencies that will pose a threat to campus health, safety, and property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 9-1-1 system. Companies reporting emergencies that will pose a risk to the campus are expected to recommend appropriate actions to protect people and property.

7. Federal, state, or local agencies

Warning of specific types of emergencies will be received directly from specialized government agencies, including river authorities, dam operators, United States Coast Guard, military installations, airport authorities, and other agencies that operate specialized facilities.

8. Student warning

Students will also provide warning of emergencies, generally by calling 9-1-1 if off campus and (817) 2727-3003 if on campus. It is always advisable to confirm information on emergencies reported by students before issuing campus warnings.

C. Notification of local officials

When UTA dispatch, as a LWP, receives warning of an emergency through appropriate agencies, it will make notification to selected UTA administrators and Arlington officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Checklist, Support Document 3 indicates the departments and officials that are to be notified of various types of emergencies. Notification will be made by the most appropriate means available.

D. Dissemination of warnings to UTA

1. In the initial stages of an emergency, UTA LWP will, within the limits of its delegated authority:

- Determine if a warning needs to be issued
- Formulate a warning (using pre-scripted messages where possible)
- Disseminate the warning using the appropriate system(s)

Support Document 9, MavAlert Reference explains how to launch a MavAlert. When the EOC has been activated, the public information officer will determine who needs to be warned and

how. The EOC will formulate the warning messages and campus instructions. UTA dispatch will execute the warnings by activating the appropriate warning systems. The public information officer or the EOC disseminates emergency public information directly to the media.

2. The systems described below issue warnings and instructions to the UTA community. To facilitate dissemination of warnings and campus instructions, pre-scripted warning messages and public information messages will be developed. Scripted messages will be used as written or tailored for specific circumstances.

- Outdoor warning system

1. The outdoor warning system consists of three siren arrays, whose locations and estimated coverage are depicted in Support Document 4, Outdoor Warning Siren Location. The outdoor warning system covers 100 percent of our geographic area and 100 percent of the population on campus. Procedures for testing the outdoor warning system are included in Support Document 2, UTA Warning Point Procedures.
2. Sirens are an alerting device. When the sirens are activated, people are expected to go inside and turn on a radio, television, or other media device to obtain further information. UTA's outdoor siren system has an enunciation system that does have voice instruction capability.
3. Lightning detection system. A device that detects lightning produced by thunderstorms.

- EAS

1. As a condition of licensing, all commercial radio, television stations, and cable television companies must participate in EAS and use their facilities to relay warnings and instructions from the government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the president of the United States; they will broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.
2. EAS will be used prudently. The Texas EAS plan and local EAS plans developed in each of the state's 25 EAS districts governs activation of EAS by local government. The general guidelines for local activation of EAS include:
 - a. Severity of situation. EAS warnings will aid in reducing loss of life or substantial loss of property.
 - b. Timeliness. Immediate public knowledge is required to avoid adverse impact.
 - c. Alternatives. Other means of disseminating information are inadequate to ensure rapid delivery.

3. The local EAS stations are listed in Support Document 5, Emergency Alert System (EAS) Stations. Arlington has coordinated with these stations to establish procedures for accessing the EAS, which are included in Appendix 4 of Arlington's Annex A, Warning. Authority to release EAS messages for broadcast is restricted to those local officials named in Appendix 2 of Arlington's Annex A, Warning. The following methods will be used to transmit emergency messages to EAS stations for broadcast:
 - a. By telephone, with the station generally recording the verbal message and then broadcasting it.
 - b. By fax, with the station receiving the written message and reading it on the air.
4. Pre-scripted emergency messages have been prepared for use with those warning systems that are capable of delivering a verbal or written message; these are included in Appendix 7 of Arlington's Annex A, Warning. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that will be transmitted are distributed to the media as special news advisories.

c. Route alerting & door-to-door warning

UTA police will provide route alerting to the campus using vehicles equipped with sirens/lights and public address systems/megaphones. Response personnel going door-to-door will also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and will not be feasible for large areas. The following departments have vehicles that can be or are equipped for route alerting:

- The Office of Emergency Management has megaphones
- UTA Police department
- Environmental Health & Safety
- Office of Facilities Management

d. NOAA weather radio

Pursuant to an agreement with the NWS forecast office in Fort Worth, those officials authorized to release EAS messages will request that the NWS activate the NOAA weather radio system to broadcast civil emergency messages. This system can broadcast voice messages to individuals who have a NOAA weather radio or receive weather radio broadcasts on cable television.

e. Cable television interrupt

Arlington LWP has the capability to override the local cable television system with an emergency voice message. This means of warning only reaches those who have cable television and have their television set turned on.

f. MavAlert

UTA has the ability to alert faculty, staff, and students through the MavAlert system. It can notify an individual's campus email, pager, cell phone, home email, landline, and text messaging. It is activated as needed through established protocols, see Support Document 9, MavAlert Reference.

g. Fire audio network

UTA has the ability to alert faculty, staff, and students when an event occurs within some buildings; the fire audio network will alert the campus of early closure due to severe weather conditions, shelter-in-place, evacuation, active shooter, other hazards, or special conditions. A message will be made two times, five minutes apart.

E. Warning special populations

Special populations are warned of emergencies by available methods to include:

1. Visually impaired: EAS messages on radio, sirens, NOAA weather radio, route alerting, and/or door-to-door notification.
2. Hearing-impaired: Captioned EAS messages on television, route alerting, and/or door-to-door notification.
3. Non-English speaking: Spanish language radio and television stations carry emergency messages. See Support Document 8, Translators on Campus for a list of translators for languages.

F. Warnings to other UTA sites

1. UTA LWP will pass warnings to the Arlington Regional Data Center, UTA Fort Worth Center located in historic downtown Santé Fe Freight Depot, and UTA Research Institute. These facilities will have a NOAA weather radio on-site to ensure timely notification.
2. Arlington, as a representative of UTA, is responsible for informing the Disaster District Committee 1A in Hurst, Texas of major emergencies, after issuing time-sensitive warnings. For the Initial Emergency Report form, go to Support Document 16 to Annex N, Direction & Control.

I. Actions by phases of emergency management

1. Prevention
 - a. Establish an effective campus warning system and appropriate operating procedures. Extend the system to keep up with growth. Adopt new methods of warning that increase the ability to reach the campus community.
 - b. Conduct public education to prevent students, faculty, and staff from taking unnecessary risks during emergencies. An example would be a campus awareness program, which discourages people from driving when sirens go off for a tornado warning (e.g., KnowWhat2Do).
2. Preparedness
 - a. Test the local warning system on a regular basis.

- b. Prepare pre-scripted warnings and campus instruction messages for known hazards.
 - c. Brief local media on local warning systems and coordinate procedures for transmitting EAS messages.
 - d. Conduct public education on warning systems and the actions that will be taken for various types of warnings.
 - e. Establish a Joint Information System and identify suitable facilities for a Joint Information Center.
3. Response
- a. The primary warning point for most warnings is the DPS Area Warning Center in Hurst. Upon notification of an emergency, the DPS Area Warning Center will inform Arlington LWP. Arlington LWP is located at 620 West Division Street and staffed on a 24-hour basis. Upon receipt of the information, the city LWP will issue the appropriate warning to UTA LWP. All warnings will continue until they are no longer required.
 - b. Conduct media monitoring to determine the need to clarify issues and distribute updated campus instructions.
4. Recovery
- a. Notify the campus when the emergency is terminated.
 - b. Provide instructions for return of evacuees and safety information relating to reoccupation of damaged resident halls, apartments, and other buildings.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

- 1. The university president or designee will be responsible to approve general policies for emergency warning and fund personnel and equipment to operate the warning system.
- 2. The UTA chief of police, assistant chief of police, and the communications supervisor are responsible for operating the UTA LWP and coordinating operation of the local warning system.

B. Task assignments

University president or designee

- a. Outline general policies on warning and emergency public information.
- b. Approve emergency public information to be released to the public through the news media or other means.

University chief of police or designee

- a. In coordination with the vice president of communications and the emergency management coordinator, develop and maintain procedures for operation of the warning system, and

- coordinating as necessary with other departments, agencies, and organizations. Staff and operate the LWP.
- b. Provide for maintenance and periodic testing of warning system equipment.
 - c. When the EOC is activated, assist in the development of warning messages and special news advisories.
 - d. Identify requirements for route alerting and door-to-door warning for areas where other warning systems do not adequately reach the campus.

UTA dispatch

- a. Serves as the LWP.
- b. Receive, verify, and acknowledge warnings.
- c. Make notification to campus and local officials of emergencies or conditions that could cause emergency situations.
- d. In accordance with best practice guidelines or when directed, activate the warning system to alert UTA of impending or actual emergencies.
- e. Monitor the lightning detection system.

Emergency management coordinator

- a. In coordination with UTA chief of police, vice president of communications, and Arlington, develop operating procedures for the warning system, and coordinate with other departments and agencies.
- b. In coordination with Environmental Health & Safety, police department personnel, and the public information officer, educate the appropriate personnel regarding the use of the warning system and educate the campus community on what the warning system means.
- c. Develop an adequate outdoor warning system with input from Environmental Health & Safety, UTA Police Department, Office of Facilities Management, other departments, and offices that can provide assistance to ensure the system meets the needs of UTA.
- d. Ensure that the outdoor warning system functions well.

Public information officer

- a. In coordination with the emergency management coordinator, UTA chief of police, and other departments, develop pre-scripted warning messages and public instructions for known hazards.
- b. When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
- c. Develop procedures to facilitate the release of coordinated emergency campus information.
- d. Maintain a media briefing area.
- e. Periodically brief the media on local warning systems and warning procedures.
- f. Develop and disseminate educational materials relating to emergency warning to the campus community.
- g. Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
- h. Assist in the development of pre-scripted warning messages and special news advisories when needed.

UTA Police department

- a. Provide units and personnel for route alerting and door-to-door warning.
- b. Utilize police vehicle siren/public announcement systems to warn the campus.

All UTA departments

- a. Report emergencies that merit warning to UTA dispatch.
- b. Provide personnel and equipment to assist in warning.

Media companies

- a. Disseminate warning messages and special news advisories provided by local government to the public, including the campus, as rapidly as possible.
- b. Participate in periodic tests of the EAS and other warning systems.

UTA Office of Emergency Management, police department, Environmental Health & Safety, vice presidents, instructors, and directors of campus clinics/centers are expected to monitor radio, television and/or NOAA weather radio receivers for warnings and take appropriate actions to protect their patients, students, faculty, staff, co-workers, and employees.

VII. DIRECTION & CONTROL

A. General

1. The vice president of administration and campus operations and vice president of communications will provide general guidance for warning activities.
2. UTA chief of police will provide specific guidance for the operation of the UTA LWP and warning systems.
3. For specific time-sensitive emergencies, Arlington LWP has been delegated authority to activate the Arlington outdoor warning siren system, UTA LWP will follow. For other situations, UTA LWP will coordinate with a UTA key official who determines if a warning is issued and approves the general content of any warning message that is disseminated.
4. When UTA EOC has been activated, the EOC staff will determine who needs to be warned and how. The chief of police, emergency management coordinator, public information officer, and other members of the EOC staff will formulate warning messages and public instructions.

B. Line of succession

The line of succession that has primary responsibility for the warning function is:

1. Vice president of administration and campus operations
2. Vice president of communications
3. Chief of police and assistant chief(s)
4. Police captain and supervisors
5. Emergency management coordinator

VIII. READINESS LEVELS

A. Level 4 - Normal conditions

See the prevention and preparedness activities in Section V.G., Actions by Phases of Emergency Management.

B. Level 3 - Increased readiness

1. Monitor the situation
2. Inspect warning systems to ensure they are operational.
3. Alert EAS stations, through Arlington LWP, of the increased threat so they are aware of the situation and can disseminate warnings

C. Level 2 - High readiness

1. Monitor the situation
2. Develop draft warning messages and public messages for the impending threat
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period
4. Identify requirements for route alerting and door-to-door warning
5. Consider activation of the EOC to provide for increased situation monitoring and to conduct pre-planning

D. Level 1 - Maximum readiness

1. Monitor the situation
2. Place selected off-duty personnel on standby to increase staffing if necessary
3. Coordinate with EAS stations to determine their readiness
4. Designate units for door-to-door warning
5. Activate the EOC for increased situation monitoring, planning, and resource management

IX. ADMINISTRATION & SUPPORT

A. Agreements & contracts

If local resources prove to be inadequate during an emergency, than assistance requests will be implemented in accordance with existing mutual-aid agreements and contracts.

B. Reports & records

1. Components of the warning system are tested on a monthly basis.

| | |
|-----------------------|----------------------|
| <i>Warning System</i> | <i>Testing Times</i> |
|-----------------------|----------------------|

| | |
|---|---|
| Outdoor warning system | Tested monthly (first Wednesday of each month @ 12:30)/real event |
| University's home page/web-site | Tested daily/real events |
| University's information/emergency phone line (866-258-4913) | Tested once a quarter/real events |
| University's email system | Tested 2 times a year/real events |
| Media advisories and announcements | Tested once a year website and phone updated/real events |
| Public address notification via police vehicles | Tested per shift change (3 times a day) |
| MavAlert mass notification system | Tested 12 times a year/real events |
| Fire audio network inside buildings | Tested monthly/real events |
| Lightning detection system (located at Campus Recreation Fields Complex) | Tested monthly by athletics |

2. The following information is gathered from scheduled tests and/or real events:
 - a. What warnings are received?
 - b. What key personnel are notified and the actions they will take?
 - c. What warnings are disseminated to the campus community and the means of dissemination?
3. The incident command post and the EOC will maintain logs of their activities as outlined in Section IX, of the Basic Plan.

C. Maintenance of equipment

All warning systems owned by UTA are maintained in accordance with the manufacturer's instructions for those systems.

X. DEVELOPMENT & MAINTENANCE

Development

The Office of Emergency Management is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop best practice guidelines to address assigned tasks.

Maintenance

This annex is reviewed and updated every other year in accordance with the schedule outlined in Section X, of the Basic Plan.

XI. REFERENCES

Department of Homeland Security, *National Terrorism Advisory System Public Guide*
FEMA, *National Warning System Operations Manual*
FEMA, *Guide for All-Hazard Emergency Operations Planning* (State & Local Guide-101)
FEMA, *Outdoor Warning System Guide* (Comprehensive Preparedness Guide 1-17R)